

**FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP SILVER CREEK**



JOB TITLE: Prep Cook
REPORTS TO: Kitchen Director/Head Cook
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping

GENERAL FUNCTION

The Prep Cook is responsible for assisting with preparation of meal service in an overnight camp setting. The Prep Cook prepares to deliver meals for up to 225 people three times daily and maintains cleanliness of the kitchen.

ENTRY REQUIRMENTS AND TRAINING

- Age 18 or over by June 1.
- Previous experience in the food service industry including working in a prep cook position.
- Possession leadership experience with youth.
- Relate effectively to one's peers and supervisors in an work setting.
- Possess flexibility, maturity, and the ability to to work with a minimum of supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.
- Current Oregon Food Handler's Certification.

PRINCIPAL ACTIVITIES

- Maintain kitchen to standards of health codes and cleanliness, wash dishes, clean equipment, floors, and kitchen.
- Prepare meals as instructed by Kitchen Director and Assistant Kitchen Director.
- Communicate with Kitchen Director on a daily basis about needs of the kitchen.

WORKING CONDITIONS

- Physically able to complete all principle activities.
- Able to communicate verbally with staff and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to work long hours including nights and weekends.
- Able to work indoors in varying weather conditions (heat, etc) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____